Are you interested in other Avaya products for your home or small business?

Also available for purchase are everything from basic telephones to answering systems, typewriters, telephone accessories and more.

In addition, you may lease Avaya equipment. We offer high quality rotary and touchtone telephones in our most popular styles.

For more information on leasing and purchasing Avaya products and for information on the Avaya Phone Center nearest you, call toll-free 1-800-628-2888.

Please use this Service Return Form when returning you unit to an authorized service center. If you have any questions about service, call the Avaya National Sales and Service Center at 1-800-628-2888.

Service Return Form

Date of Return_____

Your Name_____

Your Address _____

_____
(Zip)

Date of Purchase_____

Place of Purchase_____

_____

_____

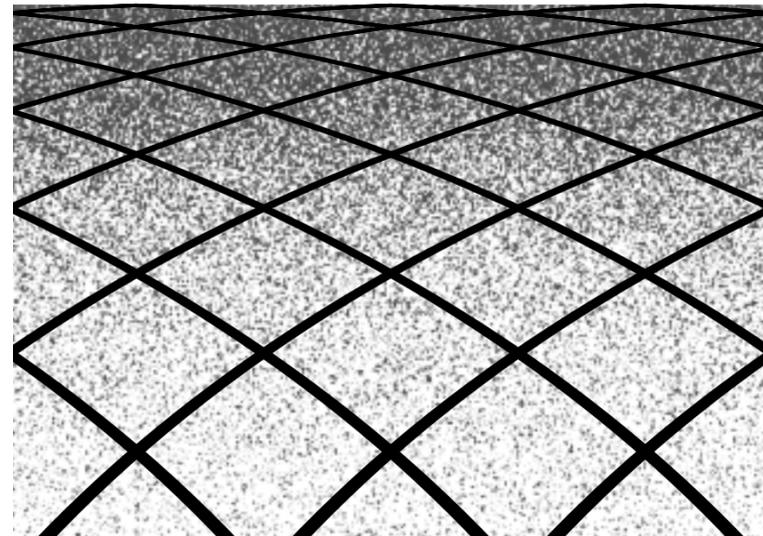(Attach Sale Receipt and Proof of Purchase)

Daytime Phone Number (___)_____

Description of Problem:_____

_____

_____

_____

For information call toll free: 1-800-628-2888

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Modular Headset

USER GUIDE

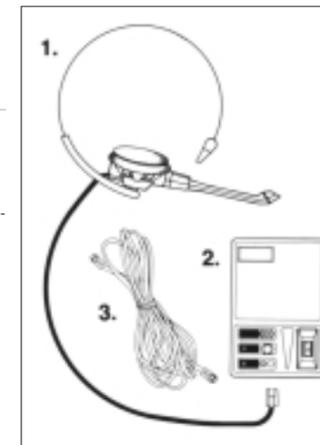## AVAYA
communication

Introduction

For Single-Line Standard and Electronic Telephones.

Congratulations on the purchase of your new Avaya Modular Headset.

This Modular Headset can be used with most modular single-line standard and electronic telephones. We suggest you read these operating instructions carefully to become familiar with the headset features. They explain in simple steps how to install, use, and care for your new Headset.

Remember to save your sales receipt in case you ever need warranty service, and make sure your headset package includes the following items:

1. **Modular Headset**
2. **Controller**
3. **Line Cord**

If you have any questions about the use of this product or its warranty, just call the Avaya National Sales and Service Center toll-free at 1-800-628-2888.

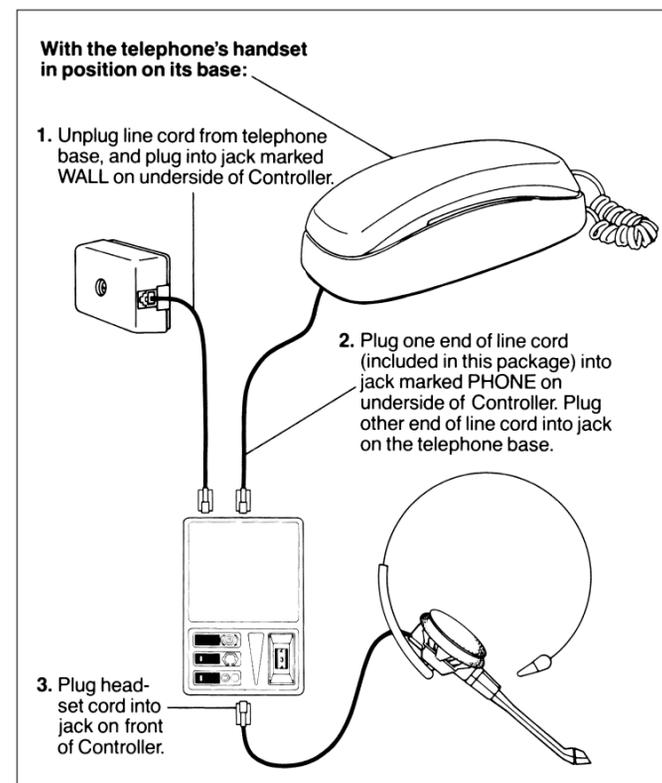## IMPORTANT SAFETY INSTRUCTIONS

⚠ When installing this telephone equipment, basic safety precautions should always be followed to reduce the risk of fire, electric shock and injury to persons, including the following:

1. Read and understand all instructions.
2. Do not install this product when thunderstorms are in the area.
3. Do not install this product near water, for example, near a bath tub, wash bowl, kitchen sink, or laundry tub, in a wet basement, or near a swimming pool.
4. Do not place this product on an unstable cart, stand, or table. The product may fall, causing serious damage to the product.
5. Objects of any kind other that a telephone plug should not be pushed into the product. This may expose you to dangerous voltage.
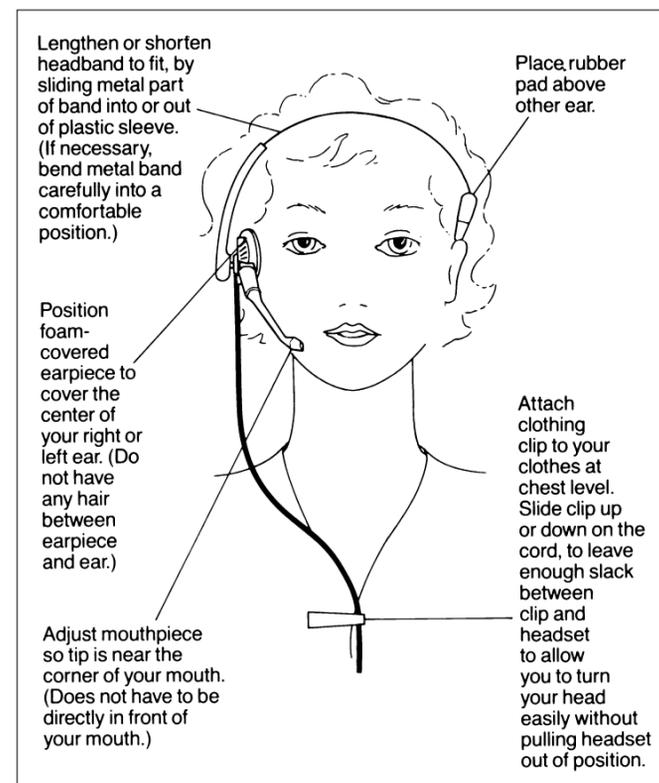
⚠ SAVE THESE INSTRUCTIONS

Installation

Connecting the Controller

With the telephone's handset in position on its base:

1. Unplug line cord from telephone base, and plug into jack marked WALL on underside of Controller.

2. Plug one end of line cord (included in this package) into jack marked PHONE on underside of Controller. Plug other end of line cord into jack on the telephone base.

3. Plug headset cord into jack on front of Controller.

Installation

Adjusting the Headset

Lengthen or shorten headband to fit, by sliding metal part of band into or out of plastic sleeve. (If necessary, bend metal band carefully into a comfortable position.)

Place, rubber pad above other ear.

Position foam-covered earpiece to cover the center of your right or left ear. (Do not have any hair between earpiece and ear.)

Attach clothing clip to your clothes at chest level. Slide clip up or down on the cord, to leave enough slack between clip and headset to allow you to turn your head easily without pulling headset out of position.

Adjust mouthpiece so tip is near the corner of your mouth. (Does not have to be directly in front of your mouth.)

Operation

Placing a Call

1. Remove handset from cradle.
2. Dial your number.
3. Press **[ON/OFF]** switch to turn headset on. (Be sure yellow indicator is visible.)
4. Return handset to cradle when you hear your party pick up, and speak through the headset.
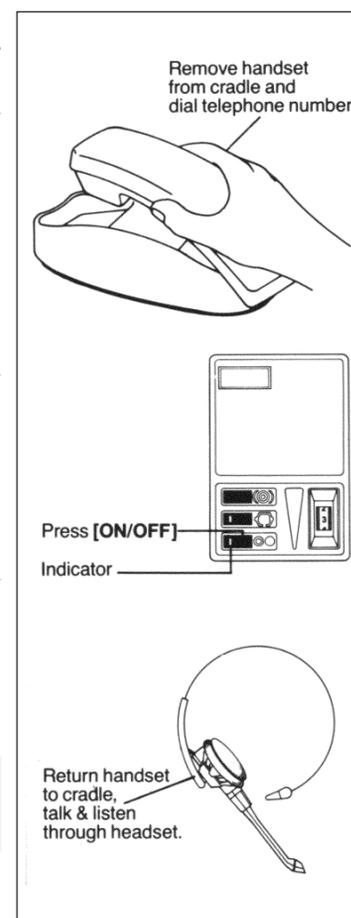
Receiving a Call

When your phone rings:

1. Press **[ON/OFF]** switch to turn headset on. (Make sure yellow indicator is visible.)
2. Talk and listen through headset. (Leave handset on cradle.)

Terminating a Call

Press **[ON/OFF]** switch to turn headset off. (Yellow indicator should not be visible.)

NOTE: To use the Modular Headset you must have a modular telephone.

Remove handset from cradle and dial telephone number.

Press **[ON/OFF]**

Indicator

Return handset to cradle, talk & listen through headset.

Operation

Using MUTE

With headset turned on, you can use the MUTE feature to turn off the headset microphone, and speak privately with someone in the room. When MUTE is on, you can hear the caller but the caller can't hear what you say.

Press **[MUTE]** to turn the feature on. When ON, the yellow indicator on the mute button is visible. Press **[MUTE]** again to turn the feature off. (MUTE button will click into up position.)

Using FLASH

The FLASH button is useful if you have subscribed to custom calling services from your local telephone company. Press **[FLASH]** instead of pressing the switchhook to activate services such as call waiting or 3-way calling.

Setting Volume Control

Set headset volume control to 3. To adjust volume move setting to higher number for higher volume, lower number for lower volume.

[FLASH]

[MUTE]

Volume Control
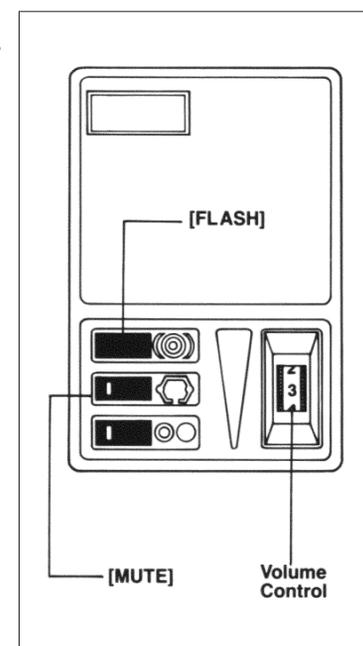
NOTE: at high volume settings, audio feedback from microphone may cause a squealing sound. Lower the volume level to eliminate this sound.